

Hotel/Motel Medical Shelter Site Janitorial and Laundry Plan Example

[Where useful regarding the evolution of this early Q/I plan, comments have been added in red, italicized text]

JANITORIAL:

- PROVIDER: TBD
- CONTACT: TBD
- FREQUENCY: Scheduled daily cleaning of the first floor “cold” zone. Cleaning of second eighth floors by Site request.
- REQUEST PROCEDURE: Through single point ordering via fiduciary nonprofit partner. Indicate which floor(s) and room numbers requiring “standard”, “enhanced”, and “deep” cleaning.

As the client census increased dramatically and pressure built to bring rooms back online as soon as possible, the Site Management took over the daily room cleaning requests to increase efficiency and accuracy and reduce the time involved.

- INSTRUCTIONS:

1. Unless situation requires faster turnaround of rooms, wait until 7 days after an entire floor has been vacated to clean.

This was the original CDC recommendation, however, it was not an efficient use of the leased rooms, so deep/hot cleaning, which could be done immediately after a client vacated a room, became the standard when our client census was high.

Note that we paid a great deal more for the sanitation portion of this service, which upon -analysis was grossly overpriced, as it only involved an extra 10-15 minute misting of the room with a backpack sprayer holding the appropriate disinfectant followed by a one hour wait before a normal round of room cleaning. Once we realized this, we renegotiated the janitorial contract for a much lower cost.

2. Per CDC guidance, after 7 days rooms can be cleaned using conventional technics ie. “cold” cleaning. Out of abundance of caution, DPH recommends the following:
3. No cleaning within 24 hours of vacancy.
4. Between 24 hours and 7 days: “enhanced/warm” cleaning for hallways; “standard/cold” cleaning for rooms occupied by individuals who tested negative; “deep/hot” cleaning for rooms occupied by individuals who tested positive or were not tested.

We eliminated hallway cleaning, except for an occasional misting, dusting, and vacuuming, once the pandemic infection vector was better understood, as this proved to an unnecessary and expensive service.

5. More than 7 days: “standard/cold” cleaning for hallways; “standard/cold” cleaning for rooms occupied by individuals who tested negative; “enhanced/warm” cleaning for rooms occupied by individuals who tested positive or were not tested.
6. Janitorial staff will put dirty linen and towels in red bio-hazard bags (double bag) for storage at a location designated by the Site Manager for later pick up by the laundry service.

Once the pandemic infection vector was better understood it was no longer necessary to use the very expensive bio-hazard handling system. We switched to a blue/white striped linen bag, that could be safely handled by janitorial and linen supply staff wearing gloves, down, and appropriate mask.

7. Site Manager will provide clean linen and towels for the janitorial staff to put on the bed and in bathroom. When the janitorial staff is done cleaning a room it should be ready for client use.

LAUNDRY:

- PROVIDER: TBD
- CONTACT: TBD
- REQUEST PROCEDURE: Through single point ordering via fiduciary nonprofit partner. Indicate number of bags. Track poundage out/in and condemned materials.